

Training by Job Duties Guide

Contract & Procurement Job Duties of a

Contract or Procurement Professional *Those whose primary responsibilities are pre-award and/or post-award contract activities*

- Advises and consults in internal and/or external with agency, state organizations, vendors regarding procurement
- Advises and consult in procurement law, policy procedure
- Advises on procurement law/policy/procedures
- Assesses or manages procurement risk
- Assists and manages procurement risk
- Assists in vendor cures
- Responds to legislative bill analysis regarding procurement
- Conducts negotiations for goods and services
- Conducts training on procurement of goods and/or services
- Consults with stakeholders, vendors and contract managers
- Coordinates and conducts purchases and procurements
- Manages purchasing card(s) (P-card)
- Determines contract termination
- Determines when to bring in AG re: procurement
- Determines supplier diversity strategy
- Determines sustainability and green (environment) procurement
- Develops and manages contract database systems
- Develops contract specifications and requirements
- Develops procurement and evaluation strategy
- Develops procurement strategy
- Develops procurement documents and contracts
- Develops specifications for the contract of goods or services
- Develops procurement and contract documentation
- Develops convenience contracts
- Top level management of supply chain
- Mitigates procurement risk
- Negotiations for contracts of goods or services
- Partners and collaborates with Contract Manager/Monitor
- Partners with and advises contract managers
- Posts on WEBS/determine other vehicles for procurement
- Prepares procurement/contract related fiscal notes
- Purchases/procurement coordination
- Schedules, writes procurement policy, inventory controls
- Files sole source contracts
- Determines vendor cures and terminations
- Writes procurement policy
- DES only – provides procurement/contract oversight
- DES only – develops master contracts

These job duties are associated with these job titles for the purposes of the Contracts and Procurement Training Program only.

Required Training for Contract or Procurement Professionals:

- Purchasing and Procurement Ethics, **and**
- WA-State PCBs & Procurement, **and**
- WA-State Purchasing and Procurement 101, **and**
- WA-State Contract Management 102, **and**
- WA-State Contract Management 201, **or**
- WA-State Contract Management 301, **or**
- WA-State Contract Management 401

[Training Track Identification Tool](#)

Contract & Procurement Job Duties of a

Contract Manager or Contract Monitor

*Those who are responsible for **post-award** contract duties only*

- Approves invoices, confirms satisfactory vendor products and services
- Identifies and works with subject matter experts or stakeholders regarding contracts
- Communicates with contractor or vendor
- Conducts contract close out process
- Determines if an amendment to contract is necessary
- Determines deliverables, requirements and/or specifications for contracts
- Ensures budgeting for contract
- Manages and monitors the contract
- Negotiates with vendor
- Partners with contract office to ensure compliance
- Partners and collaborates contracting needs with procurement professional
- Progressive documentation of contract
- Provides technical assistance to contractors
- Provides vendor communications
- Responds to audit inquiry
- Successfully initiates a procurement need and/or request for a contract
- Alerts procurement professional of problems with contract
- Assesses and mitigates risk
- Conducts contract negotiations with procurement professional
- Provides technical assistance to vendor

If you do the above items as well as more pre-award duties, see the Contract & Procurement category, above.

Required Training for Contract or Procurement Professionals:

- Purchasing and Procurement Ethics, **and**
- WA-State Contract Management 101, **and**
- WA-State Contract Management 102, **and**
- WA-State Contract Management 201, **or**
- WA-State Contract Management 301, **or**
- WA-State Contract Management 401

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Contract & Procurement Job Duties of a

Small Purchaser

Those who use purchasing cards or make routine purchases

- Conducts purchasing card (P-card) purchases within established limits of authority (refer to organization policy and procedure)
- Conducts small procurement from master contracts
- Conducts low-risk direct buys within limits of authority (refer to organization policy and procedure)
- Supply inventory, stockrooms, office supplies

Required Training for Contract or Procurement Professionals:

- Purchasing and Procurement Ethics, **and**
- WA-State Small Purchases

Contract & Procurement Job Duties of

Executive Management

- Ensures agency compliance with procurement laws/policies and procedures
- Authorizes procurement
- Requests additional delegated authority and exemptions
- Executes contracts or delegates authority
- Sometimes manages contracts or participates in procurement activities
- Responsible for organization compliance to laws, policy and procedures
- Authorizes procurement for organization
- Responsible for procurement risk management within state agency that determines delegated authority
- Delegates procurement authority in organization including signature authority

Required Training for Contract or Procurement Professionals:

- Purchasing and Procurement Ethics, **and**
- WA-State Executive Management Purchasing and Procurement